

Time and Labor Student Employee Self-Service

Quick Overview of "To Do" and "Not to Do" with Timesheet

- Need your SDSUid and password to login to PeopleSoft to report your worked hours.
- Watch the Time and Labor Student Time Entry Training Video (7 minutes) and review the Business Process Guide. Here is the link: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Time-and-Labor.aspx>
- If you have multiple jobs to select on your main timesheet page, please check with your manager/approver for the correct job to report your hours on.
- On the timesheet, **View By option is important when you are hired in the middle of a pay period:** You can select a time entry calendar by Day, Week or Time Period (month). Use the day or week option to enter your hours.
- Hours worked should be reported daily.
- All hours worked for the previous pay period must be submitted by the 1st business day of each month in order to ensure timely and accurate payroll processing and issuance of payroll warrants. Please refer to the Student Pay Day Schedule for deadline. Here is the link: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Stud-Pay-Schedule.aspx>
- Enter the total hours worked for each applicable date. All partial hours worked must be reported to the **tenths of an hour**. For example, worked 4 hours and 15 minutes – entered 4.3 hours.

Report Fractions of Hours as Tenths	
Minutes	Tenths
1 - 6	0.1
7 - 12	0.2
13 - 18	0.3
19 - 24	0.4
25 - 30	0.5
31 - 36	0.6
37 - 42	0.7
43 - 48	0.8
49 - 54	0.9
55 - 60	1

- Do not enter **zeros** on any days that you did not worked. Zeros required approval.
- Do not enter hours in the future (i.e. next day or next week).
- Time for prior payroll cycles cannot be entered via self-service, and must submit a late paper timesheet to T&L Coordinator and required upper management approval.

If you have any questions or concerns regarding Time and Labor, please call your Payroll Services. Here is the link to find your Payroll Technician: <https://sdsuedu.sharepoint.com/sites/BFA/HR/payroll/Pages/Payroll-Technician.aspx>